

AMS

Chief, Management Staff

21 March 1958

Chief, Records Management Staff

Weekly Report - Week Ending 19 March 1958

1. Contributions

a. Tangible

- (1) Completed six filing installations in the Geography Division, OPM.
- (2) Revised the OAR Records Control Schedule to delete one item and added another.
- (3) Completed the revision of the Records Control Schedule for the Support Staff, OPM.
- (4) Completed a review of the vital records deposited by the Office of General Counsel and, as a result, eliminated over 400 obsolete items, approximately 25% of their items in the [REDACTED]
- (5) Completed 22 new and revised forms.
- (6) The Records Center received 168 cu. ft. of inactive records and destroyed 40 cu. ft.

25X1A6a

b. Intangible

- (1) Assisted two Area Records Officers in arranging for appropriate courses in Records Management to be given by American University.

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel.
- (2) OPM. See 1a(3) above.
- (3) Office of DD/S. Revised schedule for Regulations Control completed and submitted for approval.

b. Installation of Filing Systems. See 1a(1) above.

c. Twenty-seven new and revised forms pending.

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- d. Revision of Travel Order, Form No. 540. Possibility of machine application for certain types of travel discussed with [REDACTED]
- e. Forms Management Survey, Printing Services Division.
- f. Shelf File Installations.

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- (1) Library/OCR. Estimated cost of rearranging existing shelving requested from Office of Logistics.
- (2) [REDACTED] OO. Floor plan approved by Office of Security.
- (3) Map Library/OCR. Space requirements being revised as result of increased work load.

- g. Filing System for Biographic Profile, Office of Personnel. Arrangement made for testing an expansion pocket file folder.

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probably go

- h. [REDACTED] Space Layout and Equipment Survey.

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- i. Graphics Register Index. Tentative agreement reached on type of equipment to be used and agreement from Security that area can be secured.

3. Assignments - Inactive

- a. Industrial Register, Shelf File.
- b. Security Office, Shelf File.
- c. Survey of Vital Personnel Records.
- d. Review of filing installation, Building Planning Staff.

4. News

- a. Representatives from the Acquisition Branch, Library and OMI visited the Records Center to review additional records for destruction by the Center.
- b. A meeting of the Area Records Officers was held to discuss items of mutual interest and to develop plans for future get togethers.

h. 25X1A9a

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Mgt/S/RMS/ [REDACTED] fjm (20 March 1958)